

ASSOCIATES FEES AND EXPENSES CLAIM FORM

GENERAL MEDICAL COUNCIL, FINANCE TEAM, 3 HARDMAN STREET, MANCHESTER M3 3AW

PLEASE STAPLE ALL RECEIPTS SECURELY TO CLAIM AND USE BLOCK CAPITALS

Regulating doctors
Ensuring good medical practice

Please see notes on how to claim on the reverse

Name/Title.....	
Address.....	
Meeting / Hearing/Assessment/Examination attended: (note1).....Re: Doctor.....	
Location of Event.....	
Date(s) of the EventMeeting organiser	
In order to ensure we comply with HM Revenue & Customs and Charity Commission rules, please attach ITEMISED RECEIPTS (except bus and tube fares). Debit/Credit card vouchers are not acceptable.	
Fees: (note 2)days at £	£
Cancellation fees.....days at £.....	
Travelling Expenses from main residence: (notes 3 & 4)	
By Rail: FromTo.....(Single/Return)	£
By Tube/Tram/Bus From.....To.....(Single/Return)	
By Air: FromTo.....(Single/Return)	
By Car: From To.....(miles.....@ 40p per mile)	
Parking (Receipt or window sticker).....days	
Taxis: (notes 3 & 4)	
From.....To.....Reason.....	£
From..... To.....Reason.....	
From..... To.....Reason.....	
From..... To.....Reason.....	Please continue on the reverse if necessary
Subsistence Expenses: (note 5)	
	£
Overnight Expenses: (for maximum amount we will reimburse please see note 6) Please state if with friends or relatives.	
	£
Total Claimed	£

I certify that the above expenses were incurred by me exclusively and necessarily on GMC business and will not be claimed from another body.

Signed..... Date.....

For Accounts Use Only

Jan 2010

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Summary of Fees and Expenses authorised by the Resources Committee

Please also refer to the Associates Expenses claim Policy and Procedures February 2007

Alternative arrangements apply when Associates travel in groups on organised visits or when an Associate travels outside the UK, please see the event organiser.

Meeting/ Hearing/Assessment/ examination attended

1. Please give us as much information as possible about the type of meeting/Hearing/Assessment/Examination you attended. E.g. FTP (name of Doctor), PLAB, PERFORMANCE (or name of a University attended), including the **PERSON** organising the event.

Fees

2. Your fee entitlement is shown in the agreement or appointment letter sent to you by GMC. If you are not sure of the amount you are entitled to claim, please ask the event organiser.

Travelling Expenses

3. The GMC will reimburse your travelling expenses as follows:

- a. Standard class rail fare for journeys less than 100 miles each way.
- b. First class rail fare for journeys over 100 miles each way.
- c. If it is necessary to travel by sleeper train, the cost of a sleeping compartment.
- d. Air fare (usually economy class except where a flexible fare for another class is less).
- e. Travel by car at 40p per mile.

The GMC would prefer Associates to use public transport wherever possible, but taxi fares will be reimbursed when an Associate is travelling on GMC business and:

- a. carrying files, equipment or luggage, or,
- b. It is awkward route by public transport, or
- c. It is essential, or is otherwise cost effective, to go by taxi, or,
- d. Travel late at night (after 8.00pm), or
- e. The Associate has a disability or other condition that affects their mobility

For clarity, the GMC will not pay for taxis to take Associates to and from their hotels to have dinner at another location, or for any other reason (except for transfers to and from the railway station or airport at the beginning and end of a stay).

Please note that the Associate is required to specify the start and finish points and purpose of the journey on each individual taxi receipt. Associates should state the reason for using a taxi, in accordance with the above (a-e).

4. You are requested to choose the cheapest means of travel commensurate with the demands of GMC business. This means that for air travel and train travel within the United Kingdom you need to select the most cost effective fare. Therefore Senior Citizens or other railcards should be used and off peak travel chosen if practical. The cost of the railcard will be reimbursed, please send documentation with your claim. Associates travelling by car are requested to use the shortest or fastest practicable route.

5. Subsistence expenses may be claimed as follows, only where supported by valid **itemised** receipts:

- a. Up to £10 for breakfast (except where breakfast is taken in a hotel as part of an overnight stay).
- b. Up to £10 for lunch where Associates are away from their main residence or place of work for more than seven hours and are **NOT** provided with lunch at the location of meeting or event (Any special dietary requirements will be catered for by the GMC, so Associates are encouraged to inform the event organiser prior to the event).
- c. Up to £40 for an evening meal, including ½ a bottle of wine or similar drinks taken with the meal.

Claims for evening meals will only be considered where an overnight stay is involved or the Associate arrives home after 8.00pm.

Sundry expenses incurred during an overnight stay, such as private telephone calls, of up to £5 a night will be reimbursed without being supported by receipts. Please itemise expenditure. This limit has been set by HMRC.

Overnight Expenses

6. We will reimburse the actual cost of accommodation, breakfast, and an evening meal when it is necessary for Associates to stay away from home on GMC business. The maximum amount we will reimburse for accommodation, breakfast and evening meal in London is £170 per night. The maximum amount we will reimburse for accommodation, breakfast and an evening meal outside London is £160 per night.

When an Associate is required to stay away from home on GMC business and chooses to stay in non-commercial accommodation (i.e. with friends or relatives) then a maximum of £25 may be claimed. HMR&C has set this limit. No claim can be made by anyone staying in his or her own property. This covers all costs including accommodation, evening meal and breakfast.

Receipts

7. Itemised receipts are required for all expenditure except bus or tube fares. The GMC Finance staff are instructed to reject claims that are not supported by receipts. This is necessary to satisfy HM Revenue & Customs rules that we reimburse only actual expenditure incurred wholly, necessarily, and exclusively for GMC purposes. **Debit/ Credit card** vouchers are not regarded as receipts and cannot be used to support an expenditure claim.

Associates will only be reimbursed for their own **personal** expenditure. Any costs incurred paying for staff or other Associate's expenses will not be reimbursed by the GMC. Unfortunately, due to the high volume of claims, if we have to make deductions of £10 and under, we will be unable to inform you in writing.